

Steuben County Council
February 11, 2014

The Steuben County Council met in special session on Tuesday, February 11, 2014 at 9:00 a.m. in the Community Center Building. Present were, Richard Shipe, Ruth Beer, Sara Tubergen, Linda Hansen, and John Ingledue. Kim Koomler, Auditor and secretary to the County Council was also present. Mayo Sanders and Dan Caruso were absent.

Richard Shipe, presiding, called the meeting to order.

Kristy Clawson, EMA Director came to county council to request a transfer of funds in the amount of \$10,000.00. The purpose of the fund transfer is to cover expenditures for training. Ruth Beer moved to approve the transfer, Sara seconded and with no other discussion, the transfer was approved with a vote of (5) ayes and (0) nays. Mayo Sanders and Dan Caruso were both absent from the meeting.

From: EMA	Equipment	1152-000-4000.06	\$10,000.00
To:	Training	1152-000-3000.11	

Coroner, Bill Harter submitted his annual report for 2013. Harter was also present to request council approval for Ordinance #851, An Ordinance Amending the 2014 Salary Ordinance Coroner Per Diem. President Shipe brought Ordinance 851, An Ordinance Amending the 2014 Salary Ordinance Coroner Per Diem and read it in its entirety. Bill Harter, Coroner, explained the reason for the ordinance is due to the increased demand on his office and staff. He wants to take the amount of hours covered by all of his deputy coroners in the year and divide it into the total amount appropriated for the year's budget. That calculation would give us the per diem amount for each deputy. Motion to approve the establishment of the Ordinance # 851, an Ordinance Amending the 2014 Salary Ordinance Coroner Per Diem by Linda Hansen with second by Sara Tubergen. There being no further discussion, motion carried with a vote of five (5) ayes.

John Ingledue made a motion to suspend the rules of procedure of the Steuben County council which might prevent, unless suspended, that the second and third reading of Steuben County Ordinance 851, an ordinance amending the 2014 Salary Ordinance Coroner Per Diem for passage and adoption of said Ordinance at this meeting without reading the said Ordinance in full but reading the Title only with Sara Tubergen seconding said motion. Motion carried with a vote of five (5) ayes.

Under the suspension of the regular rules, President Shipe asked if a motion that the Ordinance be read for the second and third readings by title only and thereby be ready for passage and final adoption in this meeting. Motion by Linda Hansen with second by Sara Tubergen. Motion carried with a vote of (5) five ayes.

President Shipe read aloud the Title of the ordinance for second and third reading of Steuben County Ordinance 581, an ordinance amending the 2014 Salary Ordinance Coroner Per Diem.

President Shipe asked for a motion to pass Ordinance # 581. Motion made by Linda Hansen with second by Sara Tubergen. Motion carried with seven (5) ayes. Richard Shipe declares Ordinance # 581 duly passed and adopted.

Ordinance Number 851
Steuben County, Indiana
An Ordinance Amending 2014 Salary Ordinance

WHEREAS, Steuben County Council approved its budget for 2014 by passing the Salary Ordinance on September 10, 2013 and,

WHEREAS, the budget established by the County Council did not include salaries for individuals whose salary classifications had not been established.

NOW, THEREFORE, be it **ORDAINED** by the Steuben County Council as follows:

Salary Ordinance for the Steuben County 2014 Budget is hereby amended Deputy Coroner Per Diem to: Pay at an hourly rate determined by the following calculation. 2014 Annual Budgeted amount for Coroner Per Diem divided by total number of hours worked not to exceed the 2014 budgeted amount \$7,260.00.

Ordained this 11th day of February, 2014.

Steuben County Council

Rick Shipe

Ruth Beer

Sara Tubergen

Dan Caruso

F. Mayo Sanders

John P. Ingledue

Linda Hansen

Attest: _____
Auditor, Kim Koomler

Kris Thomas, Health Department, was present to request a transfer of funds to pay for the purchase of a 2014 Dodge Durango truck for the Health Department. John Ingledue made the motion to approve the transfer, Ruth Beer seconded and with no further discussion the transfer was approved by a vote of (5) ayes, and (0) nays.

From: Local Health Maint	Annual Carryover	1168-000-3000.99	\$32,614.00
To:	Vehicles	1168-000-4000.12	

Kenny Penick came before council to advise them that he will be needing to come before them for additional funds to cover overtime that will be expended by the next payroll. He anticipates the need for an additional in the amount of \$24,000.00 and without knowing what the rest of 2014 will bring he may need more later. Auditor Koomler advised council that the additional appropriation will have to be advertised for the March meeting. Penick asked what line item he is to pay overtime from until the money is approved. Linda Hansen moved to approve the transfer of funds in order to expedite the pay to the highway personnel who have worked this time already and deserve to be paid their wages. Sara Tubergen seconded and the motion carried with five (5) ayes.

From: MVH	Hwy Admin	Maint & Repr/Hwy Equip Op.	1176-531-1000.11	\$24,000.00
To: MVH	Hwy Admin	Overtime	1176-531-1000.40	\$20,000.00
To: MVH	Hwy Admin	Overtime	1176-533-1000.40	\$ 4,000.00

Penick also submitted a request for a transfer of funds from Highway Clerk line item to Mechanics line item. Motion to approve the transfer was made by Linda Hansen. Sara Tubergen seconded and with no further discussion the motion carried with (5) five ayes and (0) no nays.

From: MVH	Highway Clerk	1176-530-1000.04	\$8,800.00
To:	Mechanics	1176-533-1000.15	

Kenny Penick, Highway Superintendent also submitted request for a transfer of funds to cover wages for Pt. Time Clerk. Linda Hansen made the motion to approve the transfer, Ruth Beer seconded and the motion carried with five (5) ayes.

From: MVH	Highway Clerk	1176-530-1000.04	\$15,104.66
To:	Part Time Clerk	1176-530-1000.04	

Monthly Auditor/Treasurer Comparison Financial report for the month of January 2014 was presented to the council. Linda Hansen moved to accept the report, Sara Tubergen seconded and the motion carried with (5) five ayes and (0) nays.

President Shipe brought forth Resolution # 02-2014-01 A Resolution to Expand The Steuben County Aviation Board To Five Members. Sara Tubergen made a motion to have the first reading of Resolution 02-2014-01, seconded by Ruth Beer. Shipe read aloud the resolution in its entirety for the first reading. No further discussion and the motion carried with four (4) ayes and One (1) nay vote by John Ingledue.

Linda Hansen moved to approve the additional appropriation request for Supplemental PD Fund in the amount of \$5,000.00. Sara Tubergen seconded and the motion carried with five (5) ayes and no (0) nays.

Fund	Account Name	Account Number	Amount
Supplemental PD	Attorney Fees	1200-000-3000.01	\$ 5,000.00

9:45 Agenda Item: Frank Charlton ó Appoint Board of Zoning, Frank Charlton came before the council to request a decision on their selection for the BZA Member. Charlton stated that after reviewing all of the applications and resumes, his recommendation is to appoint Bruce Watson. Sara Tubergen had spoken with an Allen County Commissioner who had nothing but good to say about Bruce Watson. Linda Hansen asked why Kevin Stockwell a farmer in Steuben County wasn't recommended. Charlton said that Stockwell has a conflict of interest and should not be considered. Rick Shipe asked if the conflict of interest was because Stockwell operates a CAFO? Charlton said that that is was mostly the reason. John Ingledue stated he doesn't feel Stockwell should be disqualified from being a member for just that reason alone. Hansen said if the original concern is to have balance on the board, and you perceive there is a conflict of interest, you could simply have him recuse himself from that specific vote, rather than discarding the knowledge we need on the BZA. Hansen said that setting on the Plan Commission Board she understands the importance of having balance of the members. Sara Tubergen said she will support Bruce Watson because of his experience in Allen County. Linda Hansen and John Ingledue both said they would be more inclined to support Stockwell. John Ingledue made a motion to appoint Kevin Stockwell. Ruth Beer seconded. Richard Shipe abstained due to being related to Stockwell. With no further discussion, Rick Shipe called for the vote. Linda Hansen, Ruth Beer and John Ingledue voted aye, Sara Tubergen voted nay. Majority vote of four (4) ayes are required to pass this vote. Linda Hansen moved to table, Sara Tubergen seconded and the motion carried with (5) five ayes.

10:00 Agenda Item: Brett Hays, request for the appropriation of Community Transport Project Grant funds. Linda Hansen moved to approve, Sara Tubergen seconded and the following appropriation was passed by a vote of (5) five ayes and (0) nays.

Appropriate:	Account Name	Account Number	Amount
Comm Transport	CTP Program	9113-255-3000.01	\$ 4,331.60

Kayleen Hart, Soil & Water Conservation District came to the Council meeting to present tickets to their annual meeting and a summary of their 2013 budget and activities.

10:15 Agenda Item: Ron Smith, Commissioner, presented the Commissioners request for additional appropriation and transfer of funds. Smith explained that the additional \$2,000.00 is to cover the part time custodian in the Annex building Steve Weber. The \$416,115.00 is being requested for the County Park Improvement construction project.

Additional Request:	Account Name	Account Number	Amount
Commissioner's	Emerg. Pt. Time	1000-068-1000.13	\$ 2,000.00

Transfer Request:	Account Name	Account Number	Amount
Major Moves	Co Pk Imp Buildings	1172-101-4000.01	\$ 416,115.00
To:	Co Pk Imp Const.	1172-101-3000.02	

Linda Hansen made the motion to approve both the Commissioner's additional and the Major Moves transfer of funds. John Ingledue seconded and the motion carried with (5) five ayes.

Ronald Smith informed the Council that the Commissioner's secretary Cheryl Goudy is retiring in the near future and as a result the Commissioners will be advertising and interviewing for her replacement. Smith also stated the Commissioners are

considering the new IT Director position. Smith said the County Council will need to be on board and heavily involved with the process of funding the position. Both commissioners and council will need to work together to get this accomplished. James Crowl advised the Council members that in the transition of hiring an IT Person the Auditor's office is going to be affected. Cheryl's position right now a good portion comes from the Auditor's budget as she is primarily an employee of the Auditor's office. Crowl is notifying the council that the auditor's office will be short a person due to Evelyn Clawson's retirement and the loss of Cheryl Goudy's knowledge and experience as well. James Crowl stated that the position Evelyn held should be refilled for the Auditor. Sara Tubergen asked if the Commissioners were taking away from the Auditor with Cheryl's position too. The Auditor explained that the Auditor's budget pays 2/3 and the Commissioners budget pays 1/3 of the salary for Cheryl. The Auditor stated that the duty of Commissioner's Secretary is by statute the Auditor's responsibility and the Auditor has the authority to assign or delegate the duty to one of her deputies. At that time, in order to have her come onboard we split the wages into what we felt was a fair split between the two budgets. Since that time, Cheryl's duties have grown to the point where the split of duties may now be for like 1/3 Auditor's office and 2/3 Commissioners, but still Cheryl does numerous jobs for the Auditor as well as Evelyn did. So what I am saying is that it is not right to take the two positions away from the Auditor without replacing them. John Ingledue stated that basically you want to add a position right? Crowl said yes basically the added position would be the IT person. Sara Tubergen stated and the Auditor's office needs a little more help. Loretta Smart agreed with Commissioner Crowl and stated that it is a situation we need to correct and we cannot leave our Auditor shorthanded. Therefore we have to keep the position under the Auditor's office to take up some slack; the Auditor has come up with a list of duties this position would cover. Auditor Koomler stated that there is quite a bit that Cheryl does for my office as well as Evelyn did including policy manual maintenance, keeping a current personnel file for each employee including updating job descriptions as needed. We also have a need in the back room in our tax area, plat books and transfers, and exemptions and deductions. I think it could be a combination of all of those things into one person. Linda Hansen asked if we are looking at an additional appropriation before the end of the year. Auditor Koomler stated no additional is needed and that her budget has enough money to cover both Cheryl's replacement and the tax deputy position. The Auditor said there are funds available elsewhere within county general that could potentially be used to fund the IT Director position that the commissioners are proposing. Hansen said just so we understand the mechanic of what is coming down the pike. Crowl also agreed that there are plenty of funds available to cover this plan without affecting this year's overall budget. Hansen said, so we are not looking any new money for 2014 but you are going to be moving money to cover the IT Position. Hansen said okay. James Crowl also brought the IT Director's job description process before council and explained that the description is in the works with the help of Brett Hayes, Chad Hoover and Tami Zigler and we need to get this moving forward as quickly as possible because Tami is under a great amount of pressure right now trying to do two jobs. Rich Shipe also said that anything we can do to help get this expedited I am sure Tami would greatly appreciate it. Commissioners plan to review both job description next Monday and hopefully get them posted as soon as possible. Richard Shipe said yes he is in agreement and has expressed the need to get this done as quickly as possible.

Ronald Smith informed the County Council of the advertised County Park Building and Improvement Planning meeting this coming Wednesday evening at 7:00 PM in the Commissioners Room.

January 2014 minutes were not completed until the Sunday prior to this meeting therefore, Ruth Beer moved to table the minutes for further review. With no further discussion the motion carried with five (5) ayes and no (0) nays.

Correspondence:

- Engineer's Report 6 January 21 & Feb 3, 2014
- 2013 Health Insurance Analysis & Steuben Co. Active Plan #7143
- Malcon letter to Commissioners
- 2014 County Council Dept Assignments
- Innkeepers Tax Information

Motion to adjourn made by Ruth Beer with second by Sara Tubergen. Motion carried with five (5) ayes and no (0) nays.

Steuben County Council

_____	___ Absent _____
Richard Shipe	F. Mayo Sanders
_____	_____
Sara Tubergen	Ruth Beer
___ Absent _____	_____
Dan Caruso	John P. Ingledue
_____	Attest: _____
Linda Hansen	Auditor, Kim Koomler